

**OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
PRINCIPAL HUMAN RESOURCES SPECIALIST
MANAGEMENT SERVICES DIVISION – HUMAN RESOURCES OFFICE**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the Current Exam Certification List
Location: 55 Elm Street, Hartford, CT
Job Posting No: #771
Hours: Full-Time (40 hrs/week)
Salary: \$75,653 (MP63) Starting Annual Salary
Closing Date: **Wednesday, May 8, 2013 - Application materials must be received by 5:00 p.m. by this date**

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill a **Principal Human Resources Specialist** position in the Management Services Division – Human Resources Office. The selected candidate will serve as the lead labor relations representative for OSC. In addition, this position will supervise the Human Resources Staff over a full range of human resources management functions.

Eligibility Requirement: Candidates must have applied for and passed the **Principal Human Resources Specialist** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Responsible for developing, coordinating and implementing agency human resources policies; conduct a variety of investigations and recommend appropriate action; interpret collective bargaining agreements; advise managers and supervisors on labor relations issues, human resources policies and procedures; administer progressive discipline; represent agency at hearings and grievances; serve as a member of labor contract negotiating teams; participate with recruitment activities; ensures compliance with equal opportunity; develop and recommend new or revised job classifications; consult with the Department of Administrative Services on job classification and compensation and with the Office of Labor Relations on policy and collective bargaining agreement related issues; supervise the human resources and payroll operations of the agency; assist with the preparation of the agency's Affirmative Action Plan; Monthly Position Status Report; assist the agency's Business Office with budget preparation and development, payroll reconciliation, salary projections, budget expenditures and fiscal analysis activities; develop and conduct training program for agency employees on human resources programs, policies and procedures and performs other related duties as required.

PREFERRED EXPERIENCE AND SKILLS:

- **Strong Labor Relations background which includes successful presentation of discipline and contract grievance cases**
- **Investigative and analytical skills which include, knowledge of state contracts and construction of discipline letters**
- **Experience in providing effective guidance to managers and supervisors on Human Resources matters**
- **Effective communication skills including, strong interpersonal, writing, and conflict resolution abilities**
- **Knowledge of Affirmative Action and general recruitment process for state government**
- **Ability to lead and train staff from all levels of the organization**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or

Employment (Form CT-HR-12) (**Please indicate the job posting number on the application form**). State employees must include copies of their last three (3) Performance Evaluations in lieu of references no later than the closing date at the top of this announcement to:

**Elena Vazquez, Human Resources Associate
Office of the State Comptroller/Human Resources
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106**

OR

Fax to: 860-702-3324

Email: elena.vazquez@po.state.ct.us

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE
WILL NOT BE CONSIDERED.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.